



# CITY OF HOUSTON

## Job Posting

**Applications accepted from:**

**ALL PERSONS INTERESTED  
(Including HAS Probationary Employees)**

**Job Classification**

**Airport Supervisor**

**Posting Number**

**PN# 113290**

**Department**

**Houston Airport System**

**Division**

**Bush Intercontinental Airport**

**Section**

**Airfields & Grounds**

**Reporting Location**

**4500 Will Clayton Parkway**

**Workdays & Hours**

**Varied, normally M-F \***

**\*Subject to change**

### **DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS**

Supervises employees responsible for mowing, landscaping and maintaining/repairing pavement on runways. Prepares and plans daily and weekly work schedules and prioritizes work assignments utilizing manpower and equipment effectively to meet deadlines. Verifies daily work reports and inspects finished job sites to assess quality and productivity. Counsels subordinates and handles necessary disciplinary actions orally and in writing. Responsible for ordering and maintaining adequate levels of stock and supplies. Provides assistance to airport patrons. Prepares reports related to the section.

### **WORKING CONDITIONS**

Performing these duties will involve: visually observing and differentiating details, walking, standing or sitting for extended periods; climbing stairs and ladders; bending; lifting up to 20 pounds; working in hot, cold, noise areas; operating city vehicles; speaking and writing effectively; adjusting to interruptions and changes; using two-way radios; adjusting to repetitive activities and dealing with people in tense situations. Must be willing and available to work all shifts, including rotation, weekends and holidays. Must be able to obtain and maintain security clearances.

### **MINIMUM EDUCATIONAL REQUIREMENTS**

Requires specialized training in principles, procedures, practices, routines or techniques in a specific area or trade, which might normally be acquired through up to eighteen (18) months of education or training, beyond the high school level. Vocational competence in the operation of mechanical or electronic equipment may be required.

### **MINIMUM EXPERIENCE REQUIREMENTS**

Two (2) years of experience in operations and/or maintenance of a large facility are required, with some supervisory experience preferred. Additional experience may be substituted for the education requirement on a year-for-year basis.

### **MINIMUM LICENSE REQUIREMENTS**

Valid Class C Texas driver's license and compliance with city's policy on driving (AP 2-2).

### **PREFERENCES**

Supervisory experience at an Airport Facility or Landscaping Maintenance Project preferred. Computer skills using Microsoft Word, Windows XP, and Excel preferred.

### **SELECTION/SKILLS TEST REQUIRED**

**The selection process will involve application review, written work sample exercise and/or interview.**

### **SAFETY IMPACT POSITION**

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

### **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

**Salary Range - Pay Grade 18**  
\$ 1,261.00 - \$1,480.00 Biweekly \$32,786.00 - \$38,480.00 Annually

### **OPENING DATE**

**SEPTEMBER 20, 2006**

### **CLOSING DATE**

**OCTOBER 3, 2006**

### **APPLICATION PROCEDURES**

Only original applications, resumes and online submissions are accepted for Houston Airport System jobs, and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> floor or for advanced consideration, submit online at:

<http://www.fly2houston.com>

**Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471. Candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

"If you need special services or accommodation, please call 281/233-1515." The Houston Airport System Human Resources TDD phone number is 281/233-1862.

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